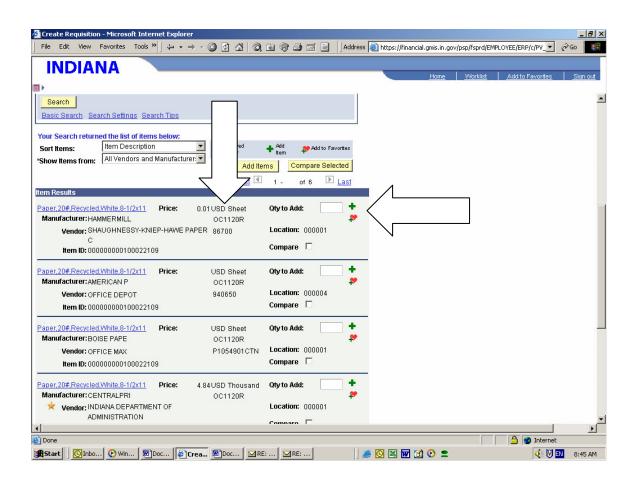
How to find QPA pricing in the PeopleSoft catalog when an item has multiple Units of Measure (paper for example)

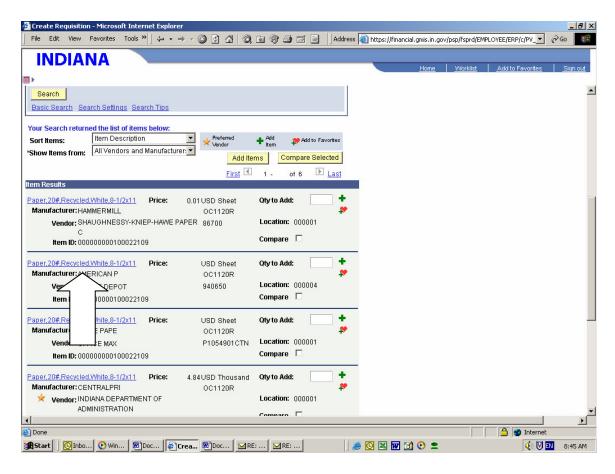
Due to changes in Unit of Measures are now being used for inventory for some agencies IDOA Procurement has and will be making necessary changes to items to show UOM at the lowest usable unit. Many items will be changing and users will beed to be cautious when placing orders for those items. For example, when ordering paper from the ePro catalog you will need to follow the below instructions. These instructions should be applied to any order that is set up with multiple UOMs. Keep in mind that the QPA unit of measure <u>must</u> be used when ordering from the vendor. Other units of measure are for use in inventory.

Step 1:

You will search for the paper type you need in the same manner as you always have. Once you have found the appropriate paper type and vendor you will notice that most of the vendors will show the paper in a Unit of Measure (UOM) of Sheet. You will also see that there might not be a per item price attached to the UOM. This is because the price per sheet is less than a cent. You will not order from this screen, you will go to the next step to order your paper.



Step 2: At the search screen below you will click on the description link to find a listing of all UOMs for that vendor and item combination.



Step 3:

The following screen you will see both per sheet and per T3 item and pricing. This screen will allow you to order paper by T3s. You will place the quantity in the Qty. column and click the green + to add it to your shopping cart. At this point you will be able to complete your processing like normal.

